Swordfish

GoECOlife™

GQW100D
Diamond-Cut® Shredder

Operating Instructions

Operation

Installation

1. Mount the shredder correctly onto the waste bin (see picture below right).
2. Connect the power cord to any standard 240 volt AC outlet. For pluggable equipment, the socket-outlet should be installed near the equipment and be easily accessible.
3. Move switch to ON position.
4. Insert paper to activate.

Safety Instructions

1. All shredders have very sharp, exposed blades on the underside. Please use care when mounting the shredder on to the waste bin.
2. Make sure power cord is not damaged in any way and that the outlet is properly functioning.
3. Never attempt to shred sealed envelopes. Doing so may damage the shredder. Always remove and unfold envelope contents completely before attempting to shred. NEVER shred envelopes, labels or anything with glue or any sticky substance as this will lead to paper jams.
4. It is normal for residual lubricant in the motor to burn off during the first several extended uses of your shredder. Should you notice a slight burning odour or the presence of small wisps of smoke during the first several extended uses, you may continue using the shredder. If either symptom continues to occur after repeated use, please contact technical support for assistance.

Overfeed Prevention Technology. Paper jams are the leading cause of damage to shredders. Overfeed Prevention Technology reduces the likelihood of a paper jam by limiting the number of sheets that can be inserted into your shredder, thereby, prolonging the life of your shredder. It also helps eliminate the inconvenience of having to clear paper jams. If you are unable to insert a stack of paper into the entry throat, simply reduce the number of sheets.

GoECO™ Power-Saving Technology (patent-pending) consumes power ONLY during actual shredding operation. This means your shredder will not experience "phantom load" (non-operational power drain) thus saving energy and money.

Specifications

Shredding Capacity: 10 Sheets of paper
Media Type: Credit Card* (insert one at a time)
Shred Type: Diamond-Cut®
Shred Size: 7.2 mm x 49 mm
Throat Width: 223 mm

CREDIT CARD

ON

REVERSE

OFF

ON / READY

*For recycling purposes, please keep paper waste and credit card waste separated.

Troubleshooting

1. **Clearing a Jam**. If paper is not inserted properly into the shredder, or if the sheet capacity is exceeded, a jam may result. Move the switch to the REVERSE (<<) position, and remove the excess paper from the top and pull it out. TO PREVENT ANY INJURIES, DO NOT PLACE YOUR HANDS NEAR THE FEED OPENING. Once the paper is cleared, normal shredding operation can resume. If the shredder jams while in reverse, press the switch to the AUTO position and let shredder run to clear the jammed paper. If jam does not clear, slide the switch back and forth between the REV and AUTO until the jam is cleared. If the jam cannot be cleared following this procedure, unplug the unit and carefully remove the jammed paper manually.
2. **Overheating**. If your shredder overheats, the unit will automatically shut off and all functions will cease in order to protect the motor. Turn off and unplug the shredder from the outlet. Allow enough time for the motor to cool down. The shredder will not resume normal function until the temperature of the motor cools down to a safe temperature. Once cool, plug the shredder back into the outlet, turn the unit back on and resume normal operation. Empty waste bin to avoid overloading the bin and damaging the cutting mechanism.
3. **Bin Full Function**. Some shredders are equipped with a mechanical or optical Bin Full sensor. When the bin becomes full, the shredder will cease operation. Empty bin to resume operation.
4. **Emptying Waste Bin**. Always turn the shredder off and unplug the power cord from the AC outlet before cleaning it, moving it, or emptying the waste bin. Always keep waste bin emptied so that the shredder's output is not impeded. Never let the waste bin get full. This will lead to shredded material being pulled back up into the shredder and cause jams.
5. **Staples and Paperclips**. Although our shredders are safe to shred the occasional standard staple, you should remove them if possible. Also, industrial or non-standard, large size staples must be removed. Paperclips should not be shredded at any time, as they significantly reduce the life of the shredder. Please remove staples and paperclips from paper before shredding.

How to Maintain Your Shredder

Maintain your shredder with Swordfish GoECOlife™ Shredder Lubricant Sheets

- Prolongs the life of your shredder
- Ensures maximum performance
- Maintains the specified sheet capacity
- Reduces shredding noise & jamming
- Keeps warranty coverage intact

Directions for use:

Empty the waste bin. Switch the shredder to AUTO and feed one lubrication sheet directly into the feed slot. Once the sheet has completely shredded, run the shredder in REVERSE for approximately 10 seconds to complete lubrication.

Limited Product Warranty - 1 Year

The manufacturer warrants this product for one year from date of purchase to be free from defects in material and workmanship. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at the manufacturer's option and expense, of the defective part EXCEPT for the postage. It is the responsibility of the consumer to return the machine to the manufacturer (including shipping costs) with a copy of the original receipt showing date of purchase within one year.

This warranty is valid for the original consumer only and is not transferable. This warranty does not apply in cases of abuse, mishandling or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE.

In no event shall the manufacturer be liable for any consequential or incidental damages attributable to this product.

Shredders require lubrication as directed by the User's Manual. Failure to lubricate these systems will void the warranty.

Do not attempt to service this product yourself as doing so may expose you to sharp cutting blades and/or electricity and will void the manufacturer's warranty. Repairs must be performed by the manufacturer's authorized technician. The machine has a warning sticker on the bottom of the housing which detects if a consumer has opened the machine. **IF THIS WARNING SEAL IS BROKEN OR REMOVED, THE WARRANTY IS VOID**.

This warranty gives you specific legal rights. You may have other legal rights that vary.

For more details or to obtain service under this warranty, please contact us at www.swordfishsupport.com.

Product Registration

To ensure that your purchase is recorded and warranty information received, please register your product at www.goecolife.co.uk today.

Return Instructions

Firstly, try our Troubleshooting Guides at www.swordfishsupport.com which are designed to resolve many common problems.

If you still wish to return your product then please provide full details by completing the form at www.swordfishsupport.com/warrantyconsumer.

Contact Us

For more information, please use the 'Contact Us' form at www.goecolife.co.uk.

WARNINGS

CAUTION: KEEP THIS DEVICE AWAY FROM CHILDREN AND PETS!
Place the paper shredder in an area not accessible to children.

DO NOT PLACE FINGERS TOO CLOSE TO THE FEED SLOT AS SERIOUS INJURY MAY OCCUR.
Paper shredders can pull children's fingers into the shredder mechanism.

AVOID GETTING LOOSE CLOTHING OR JEWELRY NEAR THE FEED SLOT.

AVOID GETTING HAIR NEAR THE FEED SLOT.

NEVER SPRAY ANY AEROSOL-BASED PRODUCTS IN OR AROUND THE SHREDDER.
NEVER dispose of flammable chemicals or materials that have come into contact with flammable chemicals (for example, nail polish, acetone, gasoline) in the shredder basket. NEVER use any petroleum based or flammable oils or lubricants in or around the machine as some oils can combust causing serious injury. Lubricants specifically designed for shredders are acceptable.

NEVER PLACE THE SHREDDER NEAR WATER OR ANY HEAT SOURCE.
Avoid direct contact with water.

STOP USE IMMEDIATELY IF:

1. The shredder blades or paper guides become bent or compromised in shape or form.
2. The shredder blades become wadded up with paper.
3. The shredder motor makes loud and/or irregular noises during operation.

Continuing to operate your shredder with any of the preceding conditions present could be potentially dangerous.